

Bethel Housing Authority
Minutes
March 16th 2016
Bethel Municipal Center
Meeting Room D

Commissioner Slifkin called the meeting to order at 4:00 pm

Board Members Present: G. Slifkin Chairman, L. Ryan, B. Cavagna. Absent: C. Stephan, L. Walsh

Present: Mark Nolan, NP Rentals & Management. LLC

Update from Management:

M. Nolan reviewed with the Commission the following updates:

BHA-E-133 transaction list by vender

Listing of Rehab Units to date

Update on Policy Procedures and related Financial Matters

M. Nolan reviewed Financials from Brooks Accounting Services, Summary of Results from the 12 Months ending December 31st 2015

Income Statements and balances for February 1st 2016 to February 29, 2016

Procedure for authorizing Board thru the Chairman to execute contracts.

Invoice from the Roche Group was presented to the board, it was discovered that monthly billing statements were never presented to the Board by the prior administrative staff for review and payment. No payment was issued at this time.

Community Development Block Grant I - 2015

Community Development Block Grant II – 2016

After discussion on policy and procedure and after review of the items pertaining to CBGI & CBGII the following decisions were made pertaining to the above

Motion by B. Cavagna, seconded by L. Ryan to authorize the Chairman and Treasurer of the Bethel Housing Authority to execute all documents pertaining to CBGI & CBGII. Motion passed unanimously.

Motion by L. Ryan seconded by G. Slifkin to approve execution to enter into a contract with Quisenberry Architects to develop plans and site work for improvements to Reynolds Ridge under the CBGII application. Motion passed unanimously.

Motion by B. Cavagna seconded by L. Ryan to authorize payment to Chester Environmental in the amount of \$1600.00 for work completed in relation to the CBGII grant application. Motion passed unanimously.

Motion by L. Ryan seconded by B. Cavagna to approve execution to enter into a contract for survey work with Sydney Rapp L.S. in the amount of \$12,150.00 for topo and boundary survey of the complete property for CBGII application. Motion passed unanimously.

Motion by B. Cavagna seconded by L. Ryan to agree to use Bethel Housing Reserve funds to rehabilitate 5 more units at the Reynolds Ridge Complex. Motion passed unanimously.

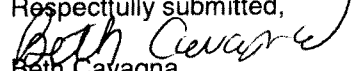
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TOWN OF BETHEL
TOWN CLERK

Motion by B. Cavagna, seconded by L. Ryan to adjourn. Motion passed unanimously.

Respectfully submitted,


Beth Cavagna